

St Mungo's Recruitment Service

# User Guide

## Raising a role

St Mungo's  
Recruitment  
Service

St Mungo's   
Opening doors for homeless people

## How to raise a role

1. To raise a role, select the **Administration** tab from the menu bar at the top of your screen.
2. You are then taken to the **Administration overview** page.
3. To raise a role, select **Job** which will produce a new toolbar. From this, select **New** (Figure 1).

**Figure 1**



4. A **New Starter** form appears. From this page, you are able to select a job template from the dropdown box that will best fit your position.
5. Select a Directorate from the dropdown and click **Select** – you will only have available options that are relevant to your area (Figure 2).

**Figure 2**

A screenshot of a "New Starter Form" page. The title "New Starter Form" is at the top in a dark red font. Below it, a message says "Please select a Directorate." There is a dropdown menu with "Please Select" as the current selection, and a "Select" button next to it. A dropdown menu is open, showing "Please Select" and "Outside London" as options.

6. Select a Team from the dropdown and click **Select** (Figure 3).

**Figure 3**

A screenshot of a dropdown menu for selecting a team. The message "Please select a team." is above the dropdown. The dropdown menu shows several options: "Please Select", "Please Select", "Magellan House - Oxford" (which is highlighted in blue), "Osney Court - Oxford", and "West Oxfordshire Single Homeless Pathway". To the right of the dropdown, a "Select" button is visible. At the bottom of the screen, a message says "Your IP Address is 217".

7. Select a Job Title from the dropdown and click **Select** (Figure 4).

**Established roles** will appear in the dropdown. If a role you are want to raise does not appear –select **Non Established Post**. Your role will be submitted for approval by the **Director and HR**. For further information, please refer to the **Temporary Recruitment Flowchart**.

**Figure 4**

Please select a Job title from the following list.

A screenshot of a dropdown menu interface. At the top left is the text "Please select a Job title from the following list.". To its right is a dropdown menu box containing the following options:

- SPWK095 - Senior Project Worker - Tina Roberts
- Please Select
- Non Established Post
- Magellan House
- SPWK095 - Senior Project Worker - Tina Roberts

At the bottom right of the dropdown box is a blue "Select" button. The option "SPWK095 - Senior Project Worker - Tina Roberts" at the top is highlighted with a blue border.

8. Select which **recruitment type** you would like to recruit (Figure 5).

**Figure 5**

A screenshot of a modal dialog box. On the left, the text "I would like to recruit a" is followed by a dropdown menu labeled "Please Select". The dropdown menu has the following options:

- Please Select
- Temporary Worker
- Permanent or fixed term worker

At the bottom left of the dialog is a blue "confirm" button, and at the bottom right is a small "cancel" button.

9. Once you are happy with your selections, press the **Confirm** button.

10. You are then taken to the **New Starter Form** page (Figure 6).

**Figure 6**

**Administration**

Delegates ▾ | Job ▾

Status | New |

### New Starter Form

Recruitment type :	Temporary worker
Job Title :	[New Post] Senior Project Worker
Directorate :	Outside London
Team :	Magellan House - Oxford
Cost Centre :	
Please note that if cost centre details are incorrect then please comment in the 'any other' box below.	
Job location :	Magellan House
Additional information required.	
Template :	Please select ▾
Start Date :	<input type="text"/> ( dd-mm-yyyy )
End Date :	<input type="text"/> ( dd-mm-yyyy )
Please provide a job description:	
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	
CRB Checks :	<input checked="" type="radio"/> Not Required <input type="radio"/> Standard Checks <input type="radio"/> Enhanced Checks
On call Role :	<input checked="" type="radio"/> Not Required <input type="radio"/> Required
Driving Licence :	<input checked="" type="radio"/> Not Required <input type="radio"/> Required
Access to car for work :	<input checked="" type="radio"/> Not Required <input type="radio"/> Required
Reason for vacancy :	Please Select ▾
Work Pattern :	<input type="text"/> E.G. Weekend working, shifts, ...
Any Other :	<div style="border: 1px solid black; height: 50px; width: 100%;"></div>
Retrospective Recruitment :	<input type="checkbox"/> Please read this document for rules around retrospective recruitment.
Fast Track Position :	<input type="checkbox"/> Please read this document for rules around fast track recruitment.
Please note that once submitted the form will go directly to H.R. and be reviewed to ensure it is within StMungos standard terms.	
Please add any additional requirements which may fall outside of the current role profile or StMungos standard terms to the 'any other' box for HR to review.	
<input type="button" value="Cancel Request"/>	<input type="button" value="Submit to HR for approval"/>

Please note as a security measure you will be logged out after 60 minutes of inactivity.

Your IP Address is 217.35.140.133

11. You will need to complete this form – please ensure you fill in the following details

- Template (using your background rates)
- Start and End dates
- Job description
- CRB Checks
- On call Rota
- Driving License
- Access to car for work
- Work pattern
- Any other information you wish to include

12. **Retrospective Recruitment** – when a role has been filled out of hours by an external agency. To notify PPS of a retrospective recruitment, **select the tick box within the Retrospective Recruitment tab**. A dropdown tab will appear (Figure 7).

**Figure 7**

Retrospective Recruitment :	<input checked="" type="checkbox"/> Please read this document for rules around retrospective recruitment.
Candidate Name :	Joe Bloggs
Supplier :	Catch 22

13. Enter the name of the candidate **who filled the role** – PPS will upload the candidate to their system

14. Select the supplier from which the candidate was supplied from, using the dropdown – PPS will then contact the supplier on your behalf.

15. **Fast Track** – if a role needs to be filled within a day (e.g. within 3 hours), it can be fast-tracked through the approval process. The role will skip HR approval and be sent directly to PPS who will begin sourcing immediately. To fast track a role, **select the tick box within the Fast Track tab** (Figure 8).

**Figure 8**

Fast Track Position :	<input checked="" type="checkbox"/> Please read this document for rules around fast track recruitment.
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16. If you are happy with your selections, press **Submit to HR for approval**. An established role will be approved by HR, whilst a non-established post will require approval from the Director and HR.

17. To cancel your request, select **Cancel request**.

18. You are then taken to the Administration page (**Figure 9**).

**Figure 9**

The screenshot shows a web-based administration interface. At the top center, the word "Administration" is displayed in a bold, dark red font. Below the title is a horizontal menu bar containing two dropdown menus: "Delegates" and "Job". To the right of the "Job" dropdown is a small yellow square icon. Underneath the menu bar is a light brown horizontal bar with the words "Status" and "New" in black text. The main content area contains a message in a dark red font: "Your new bid starter form has been successfully entered onto the system and will now proceed through the authorisation process."